

Supportive Services for Veteran Families (SSVF)

Companion Guide for Requests for Program Changes-FY23 Quarter 3

Introduction

This SSVF Program Change request is being published by the SSVF Program Office so grantees may align their FY23 approved budgets to the program concept and changes made while operating under their approved and condensed FY22 and ARP budget cycles. In addition, grantees may request anticipated changes for operating year FY24, as you may be using FY23 funds at least for part of the first quarter of FY24.

All requests for program changes must be submitted to the SSVF Program Office by the Grantee via the UDPAAS grants management system. Grantees complete a standardized form for the request and supportive documentation (if required). This Companion Guide provides an overview of this process and submission deadlines, defines the various types of program changes, and provides instructions for completing the online form.

Definitions of Program Changes Types

Grantees may submit requests for changes to their existing grant agreement for the following items:

- Change in geographic area served
 - If you have added a service area during FY23 (fiscal year not budget cycle) that was not approved during resolution you will submit this as a change request.
- Addition or termination of a subcontractor
 - Subcontractors added not approved on FY23 Budget
 - Subcontractors terminated during FY23
 - Anticipated addition of NEW subcontractor for FY24 operations (as of 10/01/2023) but will be using FY23 funds
- Addition of new budgeted line items. (Not adding quantity to existing line items)
 - Any line items that you added on your FY22/ARP Budget that you will carry over onto your FY23 budget should be reflected here. This includes NEW personnel positions, which do NOT have a budget line.
 - Anticipated NEW positions for FY24 operations (as of 10/01/2023) but will be using FY23 funds
 - New Other than personnel line items
 - New Admin Costs (including transitioning to MACA)
- Movement of funds that is greater than 10% of your grant award.

Change Request Process

The Grantee begins the request process by going into their FY23 Grant under “My SSVF Grants” section of UDPaaS. Once opening, grantee will scroll down and select “Request Activity Tab”. Grantee will open the “SSVF Program Change” button within this section of their program’s UDPAAS account located at <https://hmlsgrants-va.mod.udpaas.com/>.

Based on the changes selected within the online form, certain supportive materials will be needed for the Program Office to process the request (described below). Grantee can save draft while working on the Program Change prior to submission.

Required Materials for Submissions

All Program Change requests submitted to the SSVF Program Office must contain the following supportive forms/documents:

- Completed Program Change requirement form within the grants management system.
- Supportive documents to justify the change request
 - Letter of Termination with a removed subcontractor.
 - Email of pre-approved Program Change

Timeline for Submissions

Requirement will be published **on MAY 1, 2023 AND DUE NO LATER THAN JUNE 1, 2023.**